



KAREKARE SURF LIFESAVING CLUB EXECUTIVE MANAGEMENT COMMITTEE MINUTES
May 2022

At Waiatarua Fire Station
Thursday 19 May 2022 at 7pm

In Attendance: Andy Shaw, David Munro, Fraser Harvey, Matt Wade, Sir Bob Harvey (arrived 7.15pm), Teresa Harvey (Administrator)

Apologies: Mark Chaafe, Jess Wanden-Hannay, Shalema Wanden-Hannay

Meeting Open: 7.05pm

Acceptance of apologies: 1st: Andy Shaw, 2nd: David Munro
All in favour

Conflict of Interest: nil

- **Minutes approved from previous meeting:**

1st: Andy Shaw

2nd: Fraser Harvey

All in favour

Any matters arising – note of change of wording regarding legal letter

Note Stephen Pye has requested past minutes from Sept 2019 to current. We have been trying to put them on our website since December 2021 but despite Kiwi Website giving Teresa a tutorial video, she does not seem to be able to get them on there. The person we have been dealing with at Kiwi Website has left and we were not advised so the process to get them live for all to see has been delayed.

- **Chairman's Introduction**

Now that we are coming to the end of the build of the new surf club and the fit out, it is timely to think about the future of the club and what our members want for the future. We need to put aside some time over winter to work on our Strategic plan with the idea of getting our members together to discuss what they want/need and to make the plan. – eg. Jet skis, other retention tools and to formulate a 5-year plan.

Members have expressed an interest in seeing a RWC at Karekare. We can put together a proposal to NR and tie it in with more people using the beach, the walks down to Whatipu etc. Jet skis and drones may be a better option for the club than running a satellite patrol.

Do our members have interest in sports events again?

Fraser has contacted NR before and expressed an interest in a RWC at Karekare, Teresa to follow up with them.

We could plan a retreat at our own club like we used to do at Whatipu as part of the Plan. It is important that strategic planning is driven from the bottom up.

- **Surf lifesaving NR review**

Notes from NR review were circulated to EMC prior to the meeting.

All the clubs are wanting to move forward with the review; however, the Board and Malcolm Beattie did put up a protest. Denise said there is not enough details and the clubs asked for more detail.

There was a Statement of expectation at the prior two meetings, a Representative group within NR. We had Rob Ferguson and Chris Hoggart representing the west coast clubs. They were in touch with all clubs prior to the meetings in person and in group zooms calls to ensure they represented all the clubs well. The Statement of Expectations will be sent to SLSNZ along with NR business plan. There are still questions outstanding and critical interests of NR clubs. NZ were in the meeting, they agreed to answer by 31 May.

Report was accepted, waiting on NZ to respond.

Adopt the original report form the steering group. Denise to circulate.

We need to pass a resolution.

Andy's advise is to accept the report, NZ needs to be able to talk to our existing funders.

Move to support the recommendation once the resolution comes out that Karekare Surf Lifesaving Club supports the resolution to adopt the original steering group report.

1st: Andy Shaw

2nd: David Munro

All in favour

How do we communicate this to the rest of the clubs? Wait until after 31st May when we hear back from SLSNZ. We will send a summary of the review, how we are moving forward and offer if anyone in the clubs wants access to the documents.

The EMC won't make decision about this without consulting with all the of the club.

There will be some cost saving benefits in having a national standard.

REPORTS:

- **FINANCE Update**

Finance reports were circulated in the EMC in advance of the meeting including a new report of budget vs expenses to date. We still have two months of the financial period to go.

We are tracking pretty well; we will probably spend the remainder of the \$30K that is budgeted.

There is additional spend on administration this financial year due to covid, the building process and fit out.

We are up to date with our CGF claims, we will overspend in most areas except training due to cancellation of first aid courses etc. We were fortunate to have the radio network expenses covered by CGF.

We still have a good base of funds in the account for operating expenses to carry on with.

We've put the CGF budget in for 2022-23 season. This is approximately \$120K, \$57K of this is equipment including two new hulls and engines.

Teresa to add an additional \$12K per year to the budget for Building Administrator. Also, add \$1000 per month extra for club hire.

Expenses are considerably higher as everything has got more expensive due to inflation, plus the building expenses are higher due to our warranties etc.

We have put some funds in the budget for the vehicle, Grassroots have said they will cover the vehicle for 1 year, but we don't know what would happen after that period.

Ask the EMC to take the budget documents away and review them and then they can be signed off and approved at the next EMC meeting.

Would still be good to find an Accountant person in the club to review financial decisions and support Andy/Teresa. We are currently following the processes Charles setup some time ago. David Munro will talk to Grace Munro as her company are going to put her through her Chartered Accountants training. The person would not need to be on the EMC, just be available to review financial documents and processes. At this stage we can still call on our Chartered Accountant at Chapmans who will continue doing our accounts and are very helpful.

BUILDING REPORT – BOOKINGS, FITOUT

Recommendation from Donald and Chrissie to cancel the contract with Spacetoco. We are not seeing any bookings coming through them, there system is complicated for overnight stays and people found

it too difficult to book. All the business we have had to date has come direct to the club and through word of mouth, the video etc. when you google Karekare for accommodation our club doesn't come up which means the search engine is not working

The EMC Move to cancel the Sapcetoco contract:

1st: Andy Shaw

2nd: Matt Wade

All in favour

There was a discussion of joining Air Bnb or similar book a bach system to extend our exposure for bookings. At this stage the EMC like the idea but think lets run with our current word of mouth and we can review it in the future.

All bookings need to be priced to exclude GST. Any bookings that have been quoted previously including GST will stand. Teresa to advise Chrissie Sidwell.

Could the council charge us a bed tax in the future and make our commercial rates? We would push back hard on this given the nature of our building. Understanding is you need to make over \$60K per year on accommodation before this becomes an issue.

Can we approach Whatipu Lodge as they seem very busy and ask them to recommend us for any overflow bookings. Teresa to make contact.

Thank you to Susie Munro for stepping in as the Cleaner for the new clubhouse. We very much appreciate Susie support.

Building Maintenance Plan

We now have the maintenance plan for our warranties etc. Teresa is making contact with suppliers so we can build a budget for expenses to maintain the building. Some items we can do ourselves, eg cleaning the traps on the showers. Some are big items that we only have to do once a year or every 2-3 years. This will be presented to EMC and members at AGM.

Code of Compliance should be complete next week.

Club Members use and responsibilities document:

There has been feedback from a few members regarding this document. There may be some misinterpretation of what the document was outlining and there has been a number of people talking about it in the community.

The EMC agree that anyone staying that is associated with lifesaving during the season from Labour weekend to Easter would be at no cost subject to availability. However, if it was outside of your own patrol you would need to contact the PC on duty to confirm there was space for you to stay. Also, important to check there is no booking with the club Building Administrator outside of patrol weekends.

Outside of the lifesaving season there will be a nominal fee of \$10 per person for an overnight stay for members, immediate family and/or a friend unless a club activity was involved. This is not an exclusive booking event, if members want to hire the building exclusively, we will put a price together for their event.

Any members from another club are welcome to stay at our club in a reciprocal situation

We will be changing the locking system. We will have a pin code on the main door and this will be able to be changed when people stay at the clubhouse. Each patrol may have their own code, Callout squad etc.

We are adding locks/keys to the emergency exits so people coming off the beach will be able to access the bathrooms without walking through the entire building.

The end bathrooms will be locked off separately so when we have smaller gatherings so bathrooms can remain clean.

Alarm/fire alarm update:

It has been brought to our attention one of the fire sensors on the deck is corroding. It may trigger the alarm, but the process to remove it needs to go through the fire engineer as it is a compliance issue. This will be picked up when they do their next inspection.

Fitout update:

There are 2 speakers that are on the floor, a number of people have commented about their size and if they are being installed up high. Are they what we want for speakers? Seems people imagined smaller speakers up high and once that connect directly to your phone.

Talk to Niels and Sarne and see if there is a better option for the building.

Get Niels out there to go through it all. Where do we want speakers? Speakers should be smaller and up high. Can we get Sarne in there to help out? Teresa to email Niels and see where he is at with the TV/audio and see if we can get Sarne to help him complete it all.

Bob presented the plaques to go on the wall, they look magnificent. There is a larger life member board that will go behind the bar that Bob is picking up when he drives to Wellington.

We will need a working bee day in July to fitout all the plaques.

Clubhouse fundraising:

Bob is talking with the Shanahan Family after the passing of Mick wife. There is another \$30k available and Bob would like to secure it for the club. He will also chase up Ockham for the fire place.

Local naming of walkway:

John Edgar left a significant number of valuable sculptures; Bob is trying to do a deal for a small Pou on the walkway down to the beach with a photo of John Edgar and a little interpretation and we call it the John Edgar walkway. The walkway is not technically ours, in return the family will give us a piece of sculpture and we would then sell it. We would need to talk to Stephen Bell first – Bob to talk to Stephen Bell.

Before this happens, we need for Cassidy to finish the work on the walkway, the sand will be brought in from another beach as they are not allowed to use Karekare sand. Stephen Bell needs to sign our access agreement.

Naming of the clubhouse:

The Local Iwi would like to gift a Maori name of the Clubhouse.

Maori name for the ladder, the committee all felt this would be a great honour.

Still need to do a final inspection of repairs. Teresa to chase up Ben re kitchen, and get dishwasher sorted and the two drawers that are broken.

Container on the beach:

Mark Chaafe would like to keep it for JS gear storage. Feedback from the locals is it is unsightly and when is it going? Committee agree that it will deteriorate on site and isn't on our land so it needs to go. Teresa to look on trademe and establish a price for sale. We paid \$11k for it and it has full electrics.

The EMC agree to sell the TSB container on the beach:

1st: Andy Shaw

2nd: David Munro

All in favour

Contact Matt Wade once we have a price to see if a scout group, he knows may be interested in purchasing it.

David Munro arranged for the first burn of the fireplace a couple of weeks ago in advance of the group staying. Also been in touch with Stovax to look at options for a fire guard for H&S. Would be nice to have something that we could pack away in summer.

Fraser and David to look at alternative options (under \$1500) and make it look nice and be able to pack away.

Scottie doors to come out for an inspection, grease on cogs etc. Teresa to arrange.

BUILDING ADMINISTRATOR UPDATE:

Corporate bookings: began this week – an overnight Tue/Wed stay, and another group is here Mon/Tue of next week. We are looking forward to feedback.

Private Rentals: booking for Queen's Birthday Saturday evening and overnight.

Community: Yoga Mon and Wed mornings, Pot Luck community dinners on the last Friday of each month, KK ratepayers' AGM, and KKSLSC AGM.

Club use: Our club captain and a small group stayed a weekend.

Potential bookings:

The corporate clients posed ongoing bookings, one large enough to require additional neighbourhood accommodation, and allied business bookings.

Lone Kauri School is interested in joint fundraising events. Pricing of these will be tricky.

Other allied camp-style events are in train.

Summary:

I am really encouraged by the developing hire-out situation. The corporate sector is definitely the most desirable in terms of money-raising.

Community and wider 'retreat-style' bookings may not be so lucrative, but fulfil our notion of 'service' that is integral to surf-lifesaving.

So far, I have encountered nothing but total support and help from both the club and the community. The personal-contact model seems to be the key. For this reason, we have not used 'spacetoco' at all, and may I request that we give notice to this agency.

Chrissie

- **PRESIDENT Update**

Since taking on the role of President I see my role as working on relationships. Everyone loves the club and relationship with the locals is very good. Resident and ratepayers are using the clubhouse this weekend for their AGM. On a personal note, thanks for the opportunity to use the club for Phoebe's wedding. That event was to the limit for the floor space, the kitchen worked perfectly well and it worked well for 107 people but was tight. Believe that 90 is probably a better figure for seated event. Acoustics were very poor with not a lot of soft furnishings. Long tables would work better.

- **LIFESAVING Update**

Lifesaving vehicle rust protection, defer until we return the vehicle. If Toyota insist, we will rectify then.

When we get the new vehicle ensure that the rust protection is put on first.

Covid Policy update to cover non-vaccinated people allowed to enter the building

Discussed the covid policy update and endorse the changes. Teresa to email Brent

- **JUNIOR SURF Update**

There is still \$2500k to spend in this financial year. Mark does want to buy some new boards. Need to get this completed before 30 June.

- **Health and Safety monthly review**

Investigating fire place options for a guard

Process around contacting drivers of our lifesaving vehicle and sharing our lifesaving vehicle policy from outside of our club.

CLUBHOUSE OPENING – 24th September 2022

Grand march procession led by Te Warena for the blessing of the Pou. The Mayor is looking forward to opening the building. Met with Donald and Mike Mizarahi, the club has set aside \$15k for the budget of the opening.

Asking permission for some time with the Administrator in preparation of the opening.

Neil to do the new invite at no cost.

Photographer - Ted Scott and Robin Kewell videographer. Personalised calendar as a gift. Bob will get the group going and get some sponsorship for it. Community funding from local board for community board - teresa to investigate

- **Acceptance of reports**

Move to accept Andy Shaw

2nd: David Munro

All in favour

GENERAL BUSINESS:

EMC positions for 2022-23 season – all members present will continue on the committee for 2022-23 season.

Teresa to follow up with Jess Wanden-Hannay and Mark Chaafe to confirm their availability.

Will look to review our constitution, Life members will have speaking rights at meetings but not voting rights.

We are one of the only clubs that have this at a Board or committee meeting. Need to encourage members to join the committee to be part of the decision-making process and to share the work load. We are unlikely to change our constitution at this AGM, need to change it in line with SLSNZ.

Sports equipment storage update:

John McLarin has gone up and seen Brent from Montana where the large canoe is currently stored. Teresa has emailed Brent to discuss the option to move two more trailers to the site. The 3rd trailer is in poor condition and once the gear is sorted through, we should be able to reduce to the two trailers. Fraser is happy to help move/sort out the gear with some assistance from others.

John wondered if any of the old canoes could be hung in the ceiling of the new clubhouse, however the club is not aware of anchor points to install this is sort of thing.

Need to invest in a decent cover for the new canoe to stop it deteriorating – Fraser will investigate.

Fundraising Film Night, The Old Men of the Point:

A rediscovered gem, it is an amazing movie, the filmmaker spent a year filming at Karekare. Bob met them today, he is going to show it at Lopdell house in July for a Westie Film Festival. He will promote it and do a fundraiser for us. Will only be a small amount of money. We can then get a copy ourselves and do our own screening at Karekare on the big TV.

Follow up with Niels with the TV setup, speakers etc. Teresa to email Niels.

Mail In/Out::

Meeting closed 9.15pm

ACTIONS:

Andy to set a date for a strategic planning event at clubhouse

Teresa to contact NR regarding RWC - done

Teresa to amend budget to include Building Admin and up the building income – done

Teresa to contact Spacetoco and cancel contract – done

Teresa to advise Chrissie Sidwell all bookings are excl GST - done

Teresa to contact Whatipu Lodge to see if they will send any enquiries they can't take for accommodation – done

Teresa to email Niels/Sarne about the speakers in the clubhouse - done

Bob to talk to Stephen Bell about naming rights of the accessway

Teresa to follow up with Cassidy's re the kitchen dishwasher and drawers – done

Teresa to investigate price of TSB container to sell - done

Fraser/David to look at guards for the fireplace

Teresa to arrange Scottie Door maintenance – Teresa has emailed

Update the Covid policy – Teresa to email Brent McSharry – done

Teresa to investigate community funding for clubhouse opening - done

Teresa to email Mark Chaafe and Jess WH to see if available for EMC 22-23 season - done